

# **SCHOOL DISCIPLINE DATA REPORTING INSTRUCTION MANUAL**

**For School Year 2005-2006**

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# TABLE OF CONTENTS

	Page
<b>GENERAL INSTRUCTIONS</b> .....	1
Reporting Period .....	1
Due Date .....	1
Reporting Entities .....	1
Data To Be Reported .....	1
Electronic Submission .....	1
School Discipline Data Collection Web page .....	1
Contacts At The OPI .....	1
<b>WHAT'S NEW THIS YEAR AND THINGS TO REMEMBER</b> .....	2
<b>FREQUENTLY ASKED QUESTIONS AND ANSWERS</b> .....	3
<b>REQUIRED FEDERAL REPORTS THAT USE THESE DATA</b> .....	5
<b>REPORTING DATA ELEMENTS</b> .....	6
Incidents .....	6
Month .....	6
Incident Description .....	6
Location .....	6
Incident/Victim .....	7
Incident Code .....	7
Victim Code .....	7
# of Victims .....	8
Perpetrators .....	8
Perpetrator Identifier .....	8
Perpetrator Code .....	8
Gender Code .....	8
Race Code .....	9
Action Code .....	9
Length of Removal .....	9
Expulsion/Suspension - Full Year/Shortened .....	9
Program Status Code .....	10
Disability Code .....	10
No Incidents To Report .....	10
Submission .....	10
<b>APPENDIX A - Glossary</b> .....	
Action Codes .....	11
Expulsion .....	11
Incident Codes .....	11
Drugs .....	11
Other .....	11
Violence .....	12
Weapons .....	13
Location Codes .....	13
Perpetrator Codes .....	14
Persistently Dangerous Schools Designation .....	14

Program Status Codes .....	14
Race/Ethnicity Codes .....	15
Suspension .....	15
Victim Definition and Codes .....	15

## **APPENDIX B - Electronic Data Entry and Submission .....**

Some Important Points.....	16
Citrix Setup.....	17
Hardware and Software Requirements.....	17
Logging In To IRIS.....	17
Installing the Citrix Client for Windows Users .....	19
After Citrix Client is Installed.....	20

School Discipline Data Collection.....	21
Main Menu.....	22
Data Entry Screen .....	22
Incidents Tab .....	23
Month .....	23
Incident Description.....	23
Location Code .....	23
Incident/Victim Tab .....	24
Incident Code .....	24
Victim Code/# of Victims .....	24
Perpetrators Tab .....	25
Perpetrator Identifier .....	25
Perpetrator Code.....	25
Gender Code.....	25
Race Code .....	26
Action Code .....	26
Length of Removal .....	26
Expulsion - Full Year/Shortened.....	26
Program Status Code.....	26
Disability Code .....	27
Reports.....	27
Reports from the Data Entry Screen.....	27
Report by Entry .....	27
Report by Month.....	27
Reports from the Main Menu Screen .....	28
Printing a Report .....	28
Save a Report as a PDF .....	29
Submit .....	30

# SCHOOL DISCIPLINE DATA REPORTING SEPTEMBER 2005

## GENERAL INSTRUCTIONS

**Reporting Period:** July 1, 2005, through June 30, 2006.

**Due Date:** June 30, 2006.

**Reporting Entities:** Every public school in each public school district in the state, including publicly funded schools.

**Data To Be Reported:** Any incident that takes place during the reporting period that:

- results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

**Electronic Submission:** All reporting entities are strongly encouraged to report electronically over the Internet. The application will open September 19, 2005, and remain open through June 30, 2006. Data may be entered at any time during that period. User names and passwords are required to access the application (user names and passwords were mailed to school districts in mid-June 2005). Instructions for electronic data entry can be found in Appendix B, page 16.

**School Discipline Data Collection Web page:** A Web page has been developed on the OPI Web site that will be the single point of contact for anything related to this data collection. The Web address is: <http://www.opi.mt.gov/schooldisciplinedc/index.html>. Use this site to access the instruction manual, the report form, and several on-demand training modules. You are encouraged to watch the training video titled "General Instructions for 2005-2006 Data Reporting." This is a short PowerPoint video that goes over anything new with the application and touches on problems that surfaced during past data collections. In addition, the site will provide updates on the status of the data collection, problems with the application, new reports, etc.

**Contacts At The OPI:** Pat Reichert: 406-444-4430, [preichert@mt.gov](mailto:preichert@mt.gov)  
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# **WHAT'S NEW THIS YEAR** **AND THINGS TO REMEMBER**

School districts are strongly encouraged to submit all school discipline data electronically for the 2005-2006 school year using the OPI's Internet Reporting and Information System (IRIS). See instructions in Appendix B, page 17.

No paper report forms will be mailed out to districts. If a school district is unable to access the electronic application through the Internet, the school district must contact the OPI for instructions on paper filing (see contacts on page 1).

The electronic data entry screen has the same look as last year. Users should find that moving around in the application is easier and there is now online help available from each screen.

**NEW**

Incident code 1800 has a new title - Harassment, Bullying, Intimidation (Nonsexual). This code should be used for any incident in which bullying behavior results in an out-of-school suspension or expulsion. Of course, additional codes may be used to describe the incident if needed.

**NEW**

A definition for Victim has been added: For purposes of reporting school discipline data, a victim is an individual who suffers physical or emotional injury, loss, or death because of a voluntary act by another person. Although a large population within a school may be inconvenienced by an action such as a bomb threat or lock down, individuals are not considered victims unless an action affects them personally in a substantial and negative way.

Remember that the data you report in this collection is used to determine persistently dangerous school status (see page 5 for more information). Check the data over carefully for accuracy before submitting to the OPI.

## FREQUENTLY ASKED QUESTIONS AND ANSWERS

The following questions and answers address problem areas that occurred with some frequency in data that were reported in previous years. Please take the time to read through these questions and answers.

1. **Question:** Must a school submit a school discipline report if the school has no incidents to report?

**Answer:** Yes. A completed report form must be submitted for every school in the district whether the school has incidents to report or not. If a school has no incidents to report, the “no incidents” box on the data entry screen must be checked for that school.

2. **Question:** Can data for several schools in the district be reported under one school?

**Answer:** No. School Discipline Data must be reported under the school where the incident occurred or where the students involved in the incident attend school. If a school has no incidents to report, the “no incidents” box on the data entry screen must be checked for that school.

3. **Question:** How would an incident be reported if the students involved each have different incident codes that pertain to them individually (example: two students rob the school office – one student carries a knife and the other student carries a gun)?

**Answer:** School discipline data reporting is incident driven. An incident is reported as one incident, even though you use several incident codes to describe the incident. For instance, the above case should be reported as follows: there is one incident with several incident codes that apply – 2600 (robbery), 12 (shotgun/rifle) and 20 (knife); and under that one incident, there are two student perpetrators. Because a firearm is involved in the incident, the district’s firearm policies should be followed - that is, most likely the board of trustees will determine the action taken with the students involved in the incident. For purposes of data reporting, it is unnecessary to distinguish which student carried the rifle and which carried the knife. However, action codes for this incident may be different for each student and one student may be removed for a longer period of time than the other. Because both students are involved in a “firearms” incident, the school must report for each whether the removals are for a full year or have been shortened. The school district can use some discretion on whether to report separate incidents in certain cases, but the emphasis is on the incident and what/who was involved in that incident.

4. **Question:** How should an incident be reported if the student is suspended for several days until the board of trustees can meet and then the student is expelled – should this be two incidents, one for the suspension and one for the expulsion?

**Answer:** No. The emphasis is on the incident and this is one incident, not two. The action code should reflect expulsion (which is the end result) and the number of days removed should reflect the total number of days suspended and expelled for that incident.

5. **Question:** If a student is expelled until the end of the school year, must the number of days be reported?

**Answer:** Yes. The number of school days a student is removed is a required field if the perpetrator is a student. If a student is expelled for the remainder of the year the number of school days must be determined. A full year removal, for example, from November to November, is around 180 school days.

6. **Question:** Are there certain reporting requirements when a student has brought a firearm to school?

**Answer:** Yes. Firearm incidents (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]) may be reported with an action code that reflects an out-of-school expulsion or suspension. Montana Statute (20-5-202, MCA) requires that boards of trustees must have in place a policy for expelling a student for not less than one year if the student is determined to have brought a firearm to school, except that a school board may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis. Remember that expulsion is a disciplinary action that is only available to a board of trustees, and there must be policies in place in the school district defining the circumstances and procedures for expulsion and suspension when a firearm is involved. If a firearm is involved, each student record must show if the suspension or expulsion for that student was for a full year or was modified to less than a full year.

7. **Question:** How would an incident be reported that involves two students, each one from a different school (for example, one student from the middle school and one student from the high school)?

**Answer:** Since each student involved in the incident attends a different school, the incident should be reported at each school to include the student information for the student who attends that school. This would result in two incidents being reported for what was essentially one incident; however, the data would correctly indicate students at each school, which could only be reported in this method.

8. **Question:** Should an incident be reported that involves a student on the last day of school in which the student would normally be suspended or expelled, but because it's the last day of school there is no action taken?

**Answer:** Yes. If a student commits a violation on the last day of school that would normally result in out-of-school suspension or expulsion, more than likely the student would be removed from the school for the remainder of that last day of school. The incident should be reported and the length of removal should reflect the decimal portion of that last day of school for which the student is removed. It is important to report this incident, and using a portion of a day allows the incident to be reported.

9. **Question:** A student is involved in an incident that results in the student being expelled for a certain amount of time. The parents remove the student from school before the expulsion can be implemented. Should the incident be reported?

**Answer:** Yes. Even though the student was removed prior to implementation of the expulsion, this incident must still be reported along with the length of removal that would have been imposed if the student was still enrolled at the school.

10. **Question:** There is a called-in bomb threat that prompts the evacuation of the entire school. Should the number of victims include every student and staff in the school?

**Answer:** No. A new definition added to the glossary for the term "victim" clarifies that a victim is an individual who suffers physical or emotional injury, loss or death because of a voluntary act by another person. This would not include the inconvenience experienced by students and staff because of the evacuation of a building. Unless there was an individual who was emotionally or physically injured during a bomb threat, there would be no victims reported.

## REQUIRED FEDERAL REPORTS THAT USE THESE DATA

(Pay particular attention to Unsafe School Choice Option - this may affect your school personally)

ESEA, Title XIV, Part F – Gun-Free Schools Act (GFSA) – The GFSA requires the state education agency to provide data annually to the U.S. Department of Education to ensure the implementation of the Act. Data provided on students involved in firearms incidents satisfy this requirement.

ESEA, Title IV – Safe and Drug-Free Schools and Communities Act (SDFSCA) – The SDFSCA requires the state education agency to report data annually on incidents of prohibited behavior on school property, including information about those committing the offense and those victimized by the incident.

Individuals with Disabilities Education Act (IDEA), Part B, Annual Data Report – The state education agency is required to report data annually on students with disabilities who have been suspended or expelled for weapons or drugs violations, as well as students unilaterally removed (suspended/expelled) for more than 10 days, or a series of suspensions that totals more than 10 days during the school year reported.

ESEA, Title IX – Unsafe School Choice Option (NCLB) – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as “persistently dangerous.” The following definition of “persistently dangerous” has been developed by the OPI in consultation with local education agencies and other interested parties:

“A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- 1) in each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and
- 2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
  - a. more than 5 expulsions for a school of less than 250 students,
  - b. more than 10 expulsions for a school of more than 250 students, but less than 1,000 students,
  - c. more than 15 expulsions for a school of more than 1,000 students.”

For OPI policy document on Persistently Dangerous Schools designation, go to the following link:

<http://www.opi.state.mt.us/pdf/safeschools/persistentlydangerous.pdf>

## REPORTING DATA ELEMENTS

This section of the instructions describes the data requirements for each data element in the reporting process. The sequence will follow the data elements in the electronic application and the icons used here are from the electronic application. Specific code definitions and other relevant definitions can be found in the Glossary, Appendix A of this manual (page 11). If a school district is unable to report data electronically, the district must contact the OPI for instructions (see contacts on page 1).

### Incident = an event that:

- results in an out-of-school suspension or expulsion of any length for an enrolled student, or
- involves weapons, drugs or violence in which a nonstudent is involved.

### Data to be reported:

Incidents			Incident/Victim			Perpetrators									
											Length of Removal in School Days	Firearm Incidents			
Incident Month	Incident Description (Optional)	Location Code	Incident Codes(s)	Victim Codes(s)	Number of Victims (0 for 700)	Perpetrator Identifier	Perpetrator Code	Gender Code	Race Code	Action Code		Full-Year Expulsion (Y/N)	Shortened Expulsion (Y/N)	Program Status Code	Special Ed Disability Code(s)

### Incidents:

**Month:**

**Month:** This field must be filled in. Select the month in which the incident occurred.

**Incident Description:**

**Incident Description:** This field is optional for the user. The intent is to

provide the user with a field that is easily identifiable in the electronic application so the incident can be found for reviewing, editing or deleting. Some examples that might be used for this field are initials of a student involved in the incident, or the type of incident - like "weapons." NOTE: The application requires that the field be unique; for example, if there were two incidents that use weapons in this field, one must include an additional number or letter to make it unique. If the field is not filled in by the user, it will be automatically filled with a unique incident number. Paper filers can ignore this field.

**Location:**

**Location:** This field must be filled in. Only one code may be used for this field. For definitions of the location codes, see the Glossary in Appendix A.

Location Code	Location Name
100	On Campus
200	Off Campus

## Incident/Victim

**Incident Code:**

**Incident Code(s):** This field must be filled in. Enter ALL codes that apply. There are four distinct incident categories – Drugs, Other, Violence, and Weapons.

Choose one or more codes from as many categories as it takes to accurately describe the incident. For definitions of the incident codes, see the Glossary in Appendix A.

Incident Category	Incident Code	Description
<b>Drugs</b>	1000	Alcohol
	1600	Drugs (Excluding Alcohol and Tobacco)
	3300	Tobacco
<b>Other</b>	1100	Arson
	1200	Attendance Policy Violation
	1400	Breaking and Entering/Burglary
	1500	Disorderly Conduct
	2200	Insubordination
	2400	Obscene Behavior
	2500	Physical Altercation, Minor
	2900	Other Sexual Offenses (Lewd Behavior, Indecent Exposure)
	3100	Theft
	3400	Trespassing
<b>Violence</b>	3500	Vandalism
	9000	Other Offenses (Forgery, Fraud, Bribery, Larceny)
	1300	Aggravated Assault (Battery)
	1700	Fighting (Mutual Altercation)
	1800	Harassment, Bullying, Intimidation (Nonsexual)
	2000	Homicide
	2300	Kidnapping
	2600	Robbery (Involving Physical Harm)
<b>Weapon</b>	2700	School Threat (of Destruction or Harm)
	2800	Sexual Battery (Rape)
	3200	Threat/Intimidation
	11	Handgun
	12	Shotgun/Rifle
	13	Other Firearms
	20	Knife, Blade 2.5" or Greater
	96	Dangerous Weapon
	97	Other Weapons

**Victim Code:**

**Victim Code(s):** This field must be filled in. Enter ALL codes that apply. The victim code captures specific information regarding any individuals who were victimized by the incident. A perpetrator cannot be a victim. If

there are no victims, use code 700. If code 700 is used (no victims) then no other codes may be entered. See new definition for "victim" below. For definitions of the victim codes, see the Glossary, Appendix A.

Victim Code	Victim Name
100	Student
200	School Personnel
500	Other
600	Nonschool Personnel
<b>700</b>	<b>None</b>



A new definition for “victim” has been added to the Glossary: For purposes of reporting school discipline data, a victim is an individual who suffers physical or emotional injury, loss, or death because of a voluntary act by another person. Although a large population within a school may be inconvenienced by an action such as a bomb threat or lock down, students are not considered victims unless an action affects them personally, in a substantial and negative way.

# of Victims:

**# of Victims:** Enter the number of victims for each victim code entered. **Leave this field blank if code 700 (no victims) is used.**

## Perpetrators

Perpetrator refers to the student(s) or nonstudent(s) involved in the incident. For each incident there must be at least one perpetrator. If there were several perpetrators involved in an incident, each must be reported under that incident. The perpetrator identifier and perpetrator code fields are required for all perpetrators. If a perpetrator is a student, all additional fields must be completed.

Perpetrator Identifier:

**Perpetrator Identifier:** This field must be completed for all perpetrators. The perpetrator identifier is assigned by the user and is unique to

a particular perpetrator at a particular school. The identifier can be initials, a number, or combination of both numbers and letters. A name should not be used. **If a perpetrator is involved in additional incidents, the same identifier must be used for each additional incident for that perpetrator.**

Perpetrator Code:

**Perpetrator Code:** This field must be completed for all perpetrators reported.

The perpetrator code identifies specific information about the type of perpetrator. For definitions of the perpetrator codes, see the Glossary, Appendix A.

Perpetrator Code	Perpetrator Name
100	Student
640	Nonstudent
999	Unknown

If the perpetrator is a nonstudent, no further data are required.

Gender Code:

M	Male
F	Female

**Gender Code** - If the perpetrator is an enrolled student in the school, the gender field must be completed.

**Race Code:**

**Race/Ethnicity Code:** If the perpetrator is an enrolled student in the school, the race field must be entered. Only one race code may be

used. If the race of the student is not found in the student record, use the code that most clearly reflects the student's recognition in his or her community or with which the student most identifies. For definitions of the race/ethnicity categories, see the Glossary, Appendix A.

Code	Race/Ethnicity Name
01	American Indian or Alaskan Native
02	Asian
03	Hispanic
04	Black (not Hispanic)
05	White (not Hispanic)
06	Native Hawaiian/Pacific Islander

**Action Code:**

**Action Code:** This code will define the action taken by the school district as a result of the incident. An action code must be entered for each perpetrator who is an enrolled student. Only one action code may be used. For action code definitions, see the Glossary, Appendix A.

Action Code	Action Name
250	Expulsion, placed in interim alternative educational setting (referral by school personnel)
260	Expulsion, <u>without services</u>
400	Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel)
410	Suspension, out-of-school, <u>without services</u>

**Length of Removal (in school days):**

**Length of Removal:** The length of the suspension or expulsion for each perpetrator who is an enrolled student must be entered in

school days. Partial days are reported as a decimal. A student who has been expelled for a "full year" would be expelled for at least 180 **school days** (the total number of days a school is in session in one year). **NOTE:** If a student is suspended until an expulsion hearing in which the student is subsequently expelled, the action code shall reflect expulsion and the length of removal shall reflect the total number of school days suspended and expelled.

**Expulsion/Suspension (Firearms Incidents Only)**

☐ Full Year ☐ Shortened

**Expulsion/Suspension - Full Year/Shortened:**

If an incident is reported with a code that indicates a firearm was involved (code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), then (based on the federal and state Gun-Free Schools laws) information must be provided on whether the required removal was for a full year or if it was shortened to less than a full year. Either Full Year or Shortened must be checked if the incident involves a firearm and the perpetrator is an enrolled student.

Montana law requires that school districts have a policy in place for the expulsion of a student who is determined to have brought a firearm to school, and that the expulsion must be for a period of not less than **one calendar year** unless the trustees modify the requirement for expulsion on a case-by-case basis (20-5-202, MCA). See the definition for "expulsion" in the Glossary, Appendix A.

Program Status Code:

**Program Status Code:** If the perpetrator is an enrolled student in the school, the program status field must be completed.

This code identifies the student as either regular education or special education (receiving services under the Individuals with Disabilities

Code	Program Status
11	Regular Education
11A	Reg Ed - Section 504 Plan
11B	Reg Ed - Limited English Proficient
12	Special Education
12B	Sp Ed - Limited English Proficient

Education Act [IDEA]), as well as whether a student is limited English proficient or has a Section 504 plan. **Note: A Section 504 plan may only be written for regular education students.** For definitions of limited English proficient and Section 504 plan, see the Glossary, Appendix A.

Disability Code:

**Disability Code(s):** For any perpetrator who is a student and is coded as special education in the program status field (code 12 or 12B), a disability code or codes must be entered for all disabilities the student qualifies under. Enter ALL codes that apply.

Code	Disability	Code	Disability
AU	Autism	LD	Learning Disability
CW	Child with Disability	OH	Other Health Impairment
CD	Cognitive Delay	OI	Orthopedic Impairment
DB	Deaf Blindness	SL	Speech/Language Imp
DE	Deafness	TB	Traumatic Brain Injury
ED	Emotional Disturbance	VI	Visual Impairment
HI	Hearing Impairment		

## No Incidents To Report

☐ No incidents reported

If a school has no incidents that fit the criteria for reporting (see "Data to be Reported" on page 1), the school shall check the box that indicates no incidents to report at the bottom of the data entry screen.

## Submission

**Data shall not be submitted until the end of the school year to ensure that all incidents throughout the year have been reported.** The electronic submission of data will not be allowed until May 15, 2006, to ensure a full year of data are reported. When entering data electronically, submission to the OPI must be done at the district level (see Appendix B, page 30, for details on electronic submission).

# APPENDIX A

## Glossary

### Action Codes

- 250 Expulsion, placed in interim alternative educational setting (referral by school personnel):** The student is expelled by an action of the school board of trustees from his/her current educational setting and placed in an interim alternative educational setting to continue receiving educational services for the duration of the expulsion. The length of removal should include the school days the student was suspended pending board action to expel.
- 260 Expulsion, without services:** The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion, with total cessation of educational services. The length of removal should include the school days the student was suspended pending board action to expel.
- 400 Suspension, out-of-school, placed in interim alternative educational setting (referral by school personnel):** The student is removed from his/her current educational setting in accordance with school district suspension policy and placed in an interim alternative educational setting to continue receiving educational services for the duration of the suspension.
- 410 Suspension, out-of-school, without services:** The student is removed from his/her current educational setting in accordance with school district suspension policy and from all school settings for the duration of the suspension during which the student does not receive educational services.

### Expulsion

Montana Statute 20-5-202, MCA, states that expulsion is a disciplinary action available only to the school district board of trustees. The board of trustees must adopt a policy defining the circumstances and procedures by which the trustees may expel a student.

The statute also states that the trustees of a district must adopt a policy for the expulsion of a student who is determined to have brought a firearm to school for not less than one year. However, the trustees may authorize the school administration to modify the requirement of expulsion of a student on a case-by-case basis.

### Incident Codes

#### DRUGS

- 1000 Alcohol:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
- 1600 Drugs (Excluding Alcohol and Tobacco):** Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g., Demerol, morphine) or narcotic substance.
- 3300 Tobacco:** Possession, use, distribution, or sale of tobacco products.

#### OTHER

- 1100 Arson:** Unlawful and intentional damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trash can fires would be included in this category if they were contributing factors to a damaging fire.

- 1200 Attendance Policy Violation:** Violation of school district, or school policy relating to attendance.
- 1400 Breaking and Entering/Burglary:** Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.
- 1500 Disorderly Conduct:** Any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.
- 2200 Insubordination (Disobedience):** Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.
- 2400 Obscene Behavior:** Language or actions, written, oral, physical, or electronic, in violation of community or school standards. Offenses could include displays of affection in violation of school policy, obscene written messages or electronic communication, obscene gestures or language/profanity.
- 2500 Physical Altercation, Minor:** Confrontation, tussle, or physical aggression that does not result in injury. Offenses could include pushing or shoving.
- 2900 Other Sexual Offenses (Lewd Behavior, Indecent Exposure):** Sexual intercourse, sexual contact, or other behavior intended to result in sexual gratification without force or threat of force. Code statutory rape here. **Note:** Consider age and developmentally appropriate behavior before using this category.
- 3100 Theft:** The unlawful taking of property belonging to another person without threat, violence or bodily harm. Electronic theft of data should be coded here.
- 3400 Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.
- 3500 Vandalism:** Willful destruction or defacement of school or personal property.
- 9000 Other Offenses (Forgery, Fraud, Bribery):** Any significant incident resulting in disciplinary action not classified previously. Offenses could include bribery, fraud, forgery, resisting arrest, gambling, extortion, or dealing in stolen property.

## VIOLENCE

- 1300 Aggravated Assault (Battery):** Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Examples: Striking that causes bleeding, broken nose; kicking while a student is down.
- 1700 Fighting (Mutual Altercation):** Mutual participation in an incident involving physical violence where there is no major injury.
- 1800 Harassment, Bullying, Intimidation (Nonsexual):** Repeatedly annoying or attacking a student or group of students or other personnel which creates an intimidating or hostile educational or work environment. Examples: bullying or hazing.
- 2000 Homicide:** Killing a human being.
- 2300 Kidnapping:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.
- 2600 Robbery (Involves Physical Harm):** The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery. (Use code 3100, Theft, when NO threat, violence or bodily harm takes place.)



- 2700 School Threat (of Destruction or Harm):** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Example: bomb threat.
- 2800 Sexual Battery:** Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.
- 3200 Threat/Intimidation:** Physical, verbal, written, or electronic action toward an individual that immediately creates fear or harm without displaying a weapon and without subjecting the victim to actual physical attack.

## **WEAPONS**

- 11 Handgun:** The weapon involved is a handgun or pistol.
- 12 Shotgun/Rifle:** The weapon involved is a shotgun or rifle.
- 13 Other Firearms:** The weapon involved is another type of firearm not named above, including zip guns, starter guns, and flare guns. As defined by the Gun-Free Schools Act, other firearms include:
- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
  - The frame or receiver of any weapon described above;
  - Any firearm muffler or firearm silencer; and
  - Any destructive device, which includes:
    - Any explosive, incendiary (e.g., bomb, grenade), or poison gas;
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
    - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- 20 Knife, Blade 2.5" or Greater:** The weapon involved is a knife with a blade of **at least** 2.5 inches in length or **greater than** 2.5 inches in length. (NOTE: This definition is used for the purpose of federal reporting. Montana Code (45-8-361(5)(b), MCA) defines a weapon to include a knife with a blade 4 or more inches in length.)
- 96 Dangerous Weapon:** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length. [Source: 18 U.S.C §930(g)(2)]
- If the weapon involved is a knife with a blade of 2 ½ inches in length or greater, report the incident under the Knife code (20) above.
- 97 Other Weapons:** The incident involved a weapon other than those described above.

## **Location Codes**

- 100 On Campus:** The incident occurred on school property or in a school building.
- 200 Off Campus:** The incident occurred off school property.

## **Perpetrator Codes**

- 100 Student:** The perpetrator is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.
- 640 Nonstudent:** The perpetrator is a nonstudent (e.g., dropout, student from another school).
- 999 Unknown:** The perpetrator is unknown.

## **Persistently Dangerous Schools Designation**

ESEA, Title IX – Unsafe School Choice Option (NCLB) – The U.S. Department of Education requires the state education agency to report annually on the number of schools identified as “persistently dangerous.” The following definition of “persistently dangerous” has been developed by the OPI in consultation with local education agencies and other interested parties:

“A Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- 1) in each of three consecutive years, the school has a federal or state gun-free schools violation, or a violent criminal offense has been committed on school property (“violent criminal offense” means homicide, rape, robbery, and/or aggravated assault), and
- 2) in any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons, or violence that exceed one of the following rates:
  - a. more than 5 expulsions for a school of less than 250 students,
  - b. more than 10 expulsions for a school of more than 250 students, but less than 1,000 students,
  - c. more than 15 expulsions for a school of more than 1,000 students.”

Schools that have been determined to be persistently dangerous must:

- notify parents of the status of the school,
- offer all students the opportunity to transfer to a safe public school within the district, and
- develop a corrective action plan, submit the plan to the OPI and implement the plan in a timely manner.

## **Program Status Codes**

- 11 Regular Education:** The student is receiving education services in the regular education program.
- 12 Special Education:** The student is a student with disabilities who qualifies for special education and related services under the Individuals with Disabilities Education Act (IDEA) and in receiving those services in accordance with an Individualized Education Program (IEP).
- A Section 504 Plan:** A plan developed to provide services and/or accommodations/modifications to a regular education student so that he/she may benefit from the education process. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities, including students, parents and staff members. Section 504 covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, learning.
- A student who is eligible for special education and related services under IDEA will not have a Section 504 plan. Any accommodations necessary will be written into the student's IEP under IDEA.
- B Limited English Proficient:** An individual who is aged 3 through 21, is enrolled or preparing to enroll in an elementary or secondary school, and:
- a) who was not born in the United States or whose native language is a language other than English;
  - b) who is American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
  - c) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the state's proficient level of achievement on state assessments; the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in our society.

## **Race/Ethnicity Codes**

- 01 American Indian or Alaskan Native:** Any individual a) who is a member of a tribe, band, or other organized group of Indians, including those tribes, bands, or groups terminated since 1940, and those recognized by the state in which they reside, or who is a descendant, in the first or second degree\*, of such members, or b) is considered by the Secretary of the Interior, Bureau of Indian Affairs or Indian Health Service, to be an Indian for any purpose, or (c) is an Eskimo or Aleut or other Alaskan native.
- \*First degree refers to parents and second degree refers to grandparents.
- 02 Asian:** A person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.
- 03 Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 04 Black (not Hispanic):** A person having origins in any of the black racial groups of Africa.
- 05 White (not Hispanic):** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- 06 Native Hawaiian/Pacific Islander:** A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa, and Tahiti.

## **Suspension**

Montana Statute 20-4-302(5), MCA, states that in a district employing neither a district superintendent nor a principal, the teacher has the authority to suspend a pupil for good cause. And, when either a district superintendent or a school principal is employed, only the superintendent or principal has the authority to suspend a pupil for good cause.

Montana Statute 20-5-202(1), MCA, states that the trustees of a district must adopt a policy defining the authority and procedure to be used by a teacher, superintendent, or principal in suspending a student.

Montana Statute 20-5-202(3), MCA, states that a teacher, superintendent or principal must suspend immediately for good cause a student who is determined to have brought a firearm to school (until the board of trustees can act on the expulsion).

## **Victim**

For purposes of reporting school discipline data, a victim is an individual who suffers physical or emotional injury, loss, or death because of a voluntary act by another person. Although a large population within a school may be inconvenienced by an action such as a bomb threat or lock down, students are not considered victims unless an action affects them personally in a substantial and negative way.

### **VICTIM CODES**

- 100 Student:** The victim is an individual who is enrolled in an instructional program in the reporting school at the time the incident occurred.
- 200 School Personnel:** The victim is employed at the reporting school at the time the incident occurred.
- 500 Other:** The victim can't be identified in any of the listed categories for victims.
- 600 Nonschool Personnel:** The victim is an individual who does not attend or work for the school (e.g., parent, community member, volunteer).
- 700 None:** Use this code for incidents where no individual has been victimized.

## APPENDIX B

### Electronic Data Entry and Submission School Year 2005-2006

#### SOME IMPORTANT POINTS

- ✓ The electronic school discipline data collection application **will open for data entry on September 19, 2005.**
- ✓ **A new Web page has been created** on the OPI Web site that will be a single point of contact for current information about the data collection. All technical assistance features/documents can be found here. The page will be updated as necessary throughout the reporting period. The page is titled SCHOOL DISCIPLINE DATA COLLECTION and is listed in the pull-down menu titled "Programs and Services of OPI" on the OPI Web site. A direct Web address for the page is:  
<http://www.opi.state.mt.us/schooldisciplinedc/>
- ✓ Data entry of school discipline data may occur over the course of the school year. **The application will remain open until the due date of June 30, 2006.** This will allow schools to enter data at any time between September 2005 and June 30, 2006. However, **submittal of that data** by a school to the school district or by the school district to the OPI **will not be available until May 15, 2006.**
- ✓ **The data entry screen in the application has the same look as last year.** Some minor revisions have been made to make the screens easier to maneuver between.
- ✓ The application is structured so that a school district may enter data for its individual schools or if the district prefers, each of the schools in the district may enter data and submit to the district. However, **the district must do the final submittal at the district level for the data to be submitted to the OPI.** Failure to submit at the district level will result in an incomplete report.
- ✓ Any report in the application may be saved as a PDF document to the user's C: drive and printed from there. A user may also print from the Citrix application; however, this may present problems if the user's printer is not recognized by the application. The PDF document gives the user a permanent electronic copy of each report.
- ✓ **If you have questions**, please contact Pat Reichert (444-4430, [preichert@mt.gov](mailto:preichert@mt.gov)) or Marion Erp (444-1951, [merp@mt.gov](mailto:merp@mt.gov)).

This section provides comprehensive instructions on accessing the application, entering data and submitting completed reports in the School Discipline Data Collection application. If you have already installed the Citrix client and tested your printer, you may want to skip sections. Check the Table of Contents to determine where to start.

## Citrix Setup

### Hardware and Software Requirements

The recommended system configuration to use Internet Explorer 6 Service Pack 1 (SP1) is Microsoft Windows 2000, Windows Millennium Edition (Windows Me), or Microsoft Windows NT® on a computer running with a Pentium III processor and 128 megabytes (MB) of RAM.

#### IBM

Microprocessor	Pentium 66 MHz minimum; Pentium III as recommended for a web browser
Memory	32 MB of RAM minimum; 128 MB as recommended for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 13 MB free disk space available as required for a web browser
Mouse	As required for web browser
Citrix Client	Required Installation – version 9.0 – Replaces all previous versions

#### Macintosh

Power Macintosh	G4 or greater
Memory	8mb of Ram as required for a web browser
Operating System	OS X 10.2 (Panther) operating system
Video	Not applicable
Hard disk	40 GB hard drive
Mouse	As required for web browser
Citrix Client	Required Installation – version 9.0 –Replaces all previous versions

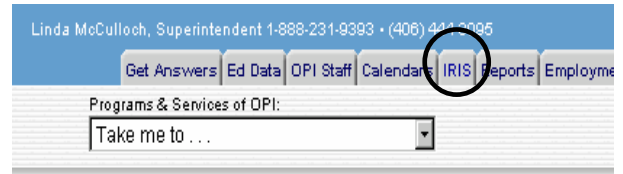
Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution, right click anywhere on your desktop, go to Properties and select Settings. Move the slider bar under “Screen Area” until a resolution of 800 x 600 is displayed. Click OK. You will be prompted to accept the new settings in the “Display Settings” dialog box. The monitor will blank and display the new settings under the “Monitor Settings” dialog box. If you do not click on the OK button at this point, your settings will be returned to normal after 15 seconds. If the video settings appear normal click OK and your monitor resolution will be reset.

## Logging In To IRIS

Access to the School Discipline Data Collection is through the OPI home page at <http://www.opi.mt.gov>.

If you experience difficulty getting to the OPI’s home page, please try to reach another site like [www.yahoo.com](http://www.yahoo.com) or [www.google.com](http://www.google.com). If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

At the OPI home page, click on the gray tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information System Citrix Enterprise Portal.



The next screen you will see is the IRIS login screen.

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what is seen on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-3448.

Sign on using the district or school user name and password mailed by the OPI to district authorized representatives. Passwords are changed periodically, so if you encounter problems logging in, check with your superintendent to be sure that the most current password is being used. If you still have problems, call the OPI Help Desk at 406-444-3448.



If you have never used a Citrix application through our IRIS site, you must install the Citrix Client

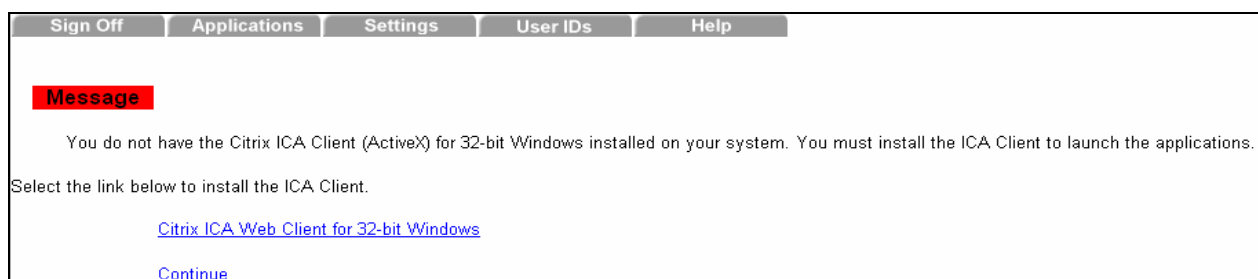
**Mac** users choose IRIS Help and select New Iris Clients for Macintosh! Follow the instructions given there to install the client.

**Windows** users, click on Install Citrix Clients. Follow instructions below.

**NOTE:** If you haven't updated your Citrix Client software since the date of the newest update, please install the update before logging on.

**If you already have the Client installed, skip to page 20.**

If you try to log in without the client software installed, you will get this message (below). If you believe you have already installed the Citrix Client, but you are still having trouble getting in, try reinstalling the Client - it doesn't hurt to reinstall over an already existing version.



**Windows** users, click on **Citrix ICA Web Client for 32-bit Windows** and continue as below. **Mac** users, go back to the previous page, click on Iris Help and choose New Iris Clients for Macintosh!

## Installing the Citrix Client for Windows Users

### Install Citrix Client

#### Citrix Web Client Install

This version of the Citrix client snaps into the user's web for users to access State of Montana Citrix applications. please download the file and then install. If you have a hi link.

**Install Citrix Web Client** (ICA32t.exe - 2.75 MB) - *upda*

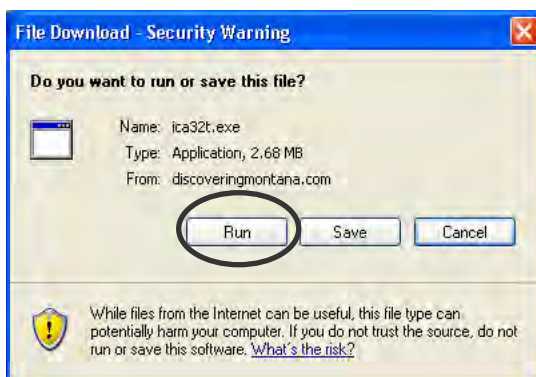
---

**Other Citrix Installs (not common):**

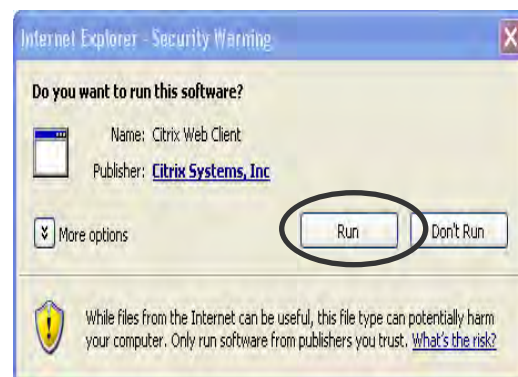
- Install Full Citrix Client (ICA32.exe - 4.4 MB) - *upda*

Click on Install Citrix Web Client.

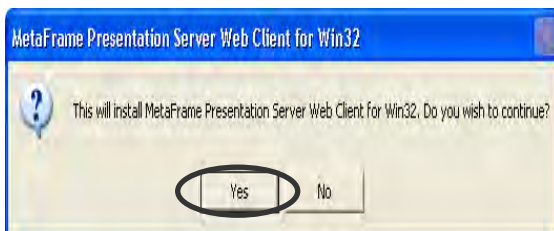
Due to differences in operating system versions, the dialog boxes you see may not match these screen shots exactly. However, the intent of each box is the same. Follow the process without worrying about the exact wording in the box. For example, you might see either of the two boxes below for your first step.



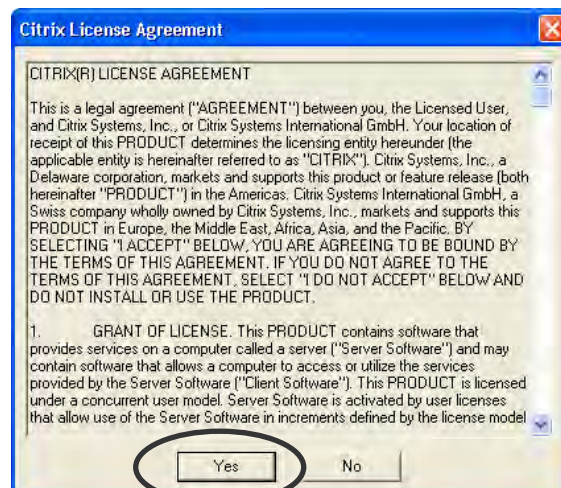
You want to Run or Open this file. Do not save it to disk.



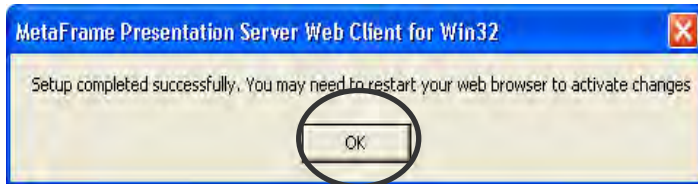
Next:



Choose Yes.



Choose Yes.



Choose OK.

## After Citrix Client is Installed

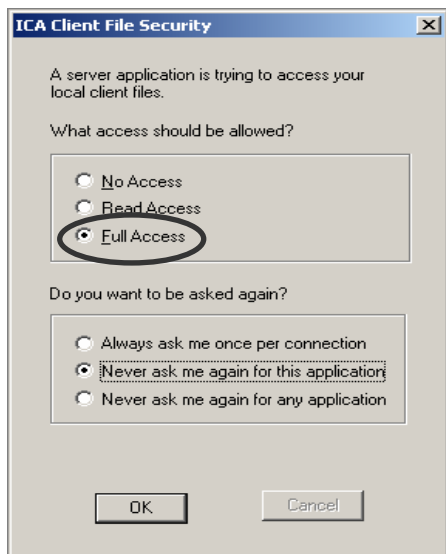


Log in using the User Name and Password provided to you by the Office of Public Instruction. Leave the Domain at the default value. If you cannot find your User Name and Password call the OPI Help Desk at 406-444-3448.

Based on your User Name and Password, the program will limit your access to just those areas of concern to you and the data you need to enter.



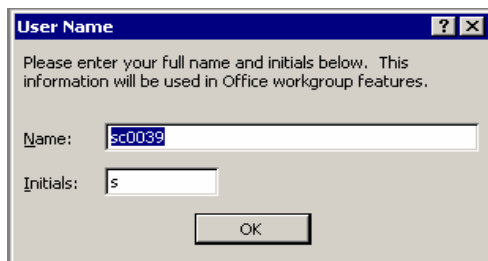
Choose the School Discipline Data Collection icon.



The first time you use any Citrix application, you may see this message.

Select Full Access. The purpose of this selection is to allow access to the Citrix client software that you have installed on your computer. *This also allows Citrix to create a folder on your C: drive and copy PDF files of your reports to the folder.*

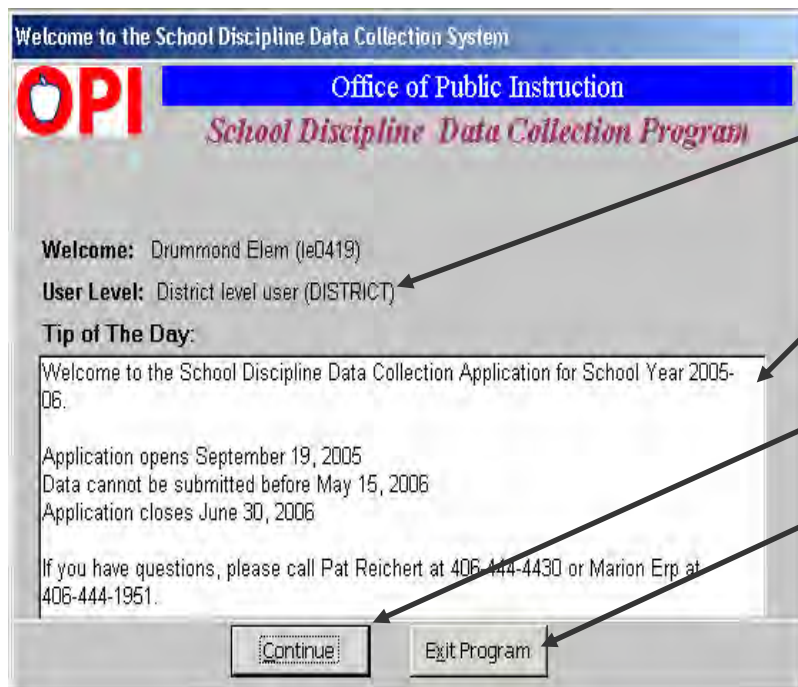
Depending on whether you ever want to be bothered with this message box, choose any of the options under “Do you want to be asked again?” Click OK.



If you see this box, just click OK. Don't type anything in either field.

## School Discipline Data Collection

If this is the next screen you see, you have successfully logged onto the School Discipline Data Collection Application.



Your user level is described on this screen.

Be sure to read the Tip of The Day for helpful hints or changes to the application.

Click Continue to move to the next screen.

Click Exit Program to exit the program. NOTE: The Exit button on each screen will exit to the previous screen.

## Main Menu (next screen)

When you log in, the application will identify you as a school district or a school based on your user name and password. As a school district, you will have the ability to enter data for all schools in your district. As a school you will be able to enter data for your school only.

The buttons on the left of the screen provide you with two options. Single click to select a button. The **Data Entry** button is always selected by default.

The white screen lists options available under each button.

Double click to choose a menu option from the list in the white screen (if you single click the option, a description of that option is shown below the screen).

The **Help** button provides access to help options. The **Exit** button exits the application.

## Data Entry Screen - (Under the Data Entry button, click the School Discipline Data Entry Form option)

**School year** is set by default.

If you are logged in as a school, you may begin entering data. If you are logged in as a district, you must choose a school from the **School** pull-down menu before you begin entering data.

The three tabs (**Incidents**, **Incident/Victim**, and **Perpetrators**) represent the three data entry screens. The **Incidents** tab (you see here) is always the first screen you see. It is best to fill out the screens in the order they are listed. However, you may move freely between screens once the **Incidents** screen has been completed. To move from field to field, you may use the TAB key, ENTER key, or MOUSE.

Use the "ADD..." buttons to enter additional incident codes, victim codes, disability codes or perpetrators.

Useful for identifying an incident. (if left empty, a unique number will be assigned)

## Incidents Tab

**Incident Help:** provides online help for the Incidents screen.

The screenshot shows the 'Incidents' tab with the following elements:

- Month:** A pull-down menu.
- Incident Description:** A text input field.
- Location Code:** A pull-down menu.
- Incidents:** A table listing incidents with columns 'Month' and 'Incident'.
- Incident Help:** A button in the top right.
- Add New Incident / Delete Incident:** Two buttons with icons.
- Report By:** A section with 'Entry', 'Month', and 'Exit' options.
- No incidents reported:** A checkbox.

Annotations include:

- Useful for identifying an incident. (if left empty, a unique number will be assigned)
- Use the "ADD..." buttons to enter additional incident codes, victim codes, disability codes or perpetrators.
- If a school has no incidents to report, simply check the No incidents reported box.
- To add a new incident, click the Add New Incident button.
- Exit the data entry screen by clicking the Exit button.

**Month:** Enter the month in which the incident occurred. Select from the pull-down menu or begin typing the name of the month. *Validation Check:* This field cannot be left blank.

**Incident Description:** This optional field is for your convenience. Please see page 6 for more information. If the field is not filled in by the user, it will be automatically filled with a unique incident number.

**Location Code:** Type the code number or select from the pull-down menu. *Validation Check:* This field cannot be left blank and only one code may be entered.

There are two reports that may be viewed or printed: Report by Entry is a report of each incident in the order in which it was entered into the application; Report by Month is a report of each incident in order by the month it was reported in. Both contain the exact same data, just formatted differently. These reports may be viewed or printed at any time during the data entry process.

The white screen lists all incidents that have been reported for the school in the order that they were entered, most recent at the top. To bring up an incident from the screen to review, edit or delete, double click on the incident (data will show in the fields).

This close-up shows the 'Incidents' table with two entries:

Month	Incident
April	Drugs
March	34648

Below the table are the 'Add New Incident' and 'Delete Incident' buttons, and the 'No incidents reported' checkbox.

To delete an incident, double click to bring it up and click the Delete Incident button.

The Incident Description field shows in the white screen (along with the month field) - this field may be useful for identifying a specific incident. Note the two incidents reported here - one has an auto-assigned number, the other was entered by the user so the incident may be recognized.

## Incident/Victim Tab

Incidents Incident/Victim Perpetrators

Incident Identifier: 34650

Incident/Victim Help

Incident Code: [Dropdown]

Codes: (Double-Click to Edit or Delete)

Code	IncidentCodeName
1500	Disorderly Conduct

Add New Incident Code Delete Incident Code

Victim Code: [Dropdown] # of Victims: [Text]

Codes: (Double-Click to Edit or Delete)

Code	# of Victims
100	1

Add New Victim Code Delete Victim Code

Report By: Entry Month Exit

Use the "ADD..." buttons to enter additional incident codes, victim codes, disability codes or perpetrators.

Incident/Victim Help provides online help for the Incident/Victim screen.

All incident codes and victim codes entered for the incident are listed in the white screens.

The Exit button and Reports buttons are available on all data entry screens (see instructions on page 23).

To delete an already existing incident or victim code, double click on the code in the white screen to bring it up and press the corresponding Delete button.

To add a new incident code or victim code, press the corresponding Add button.

### Incident Code:

Incident Code	Description	Category
11	Handgun	Weapon
12	Shotgun/Rifle	Weapon
13	Other Firearms	Weapon
20	Knife, Blade 2.5" or Greater	Weapon
96	Dangerous Weapon	Weapon
97	Other Weapons	Weapon
1300	Aggravated Assault (Battery)	Violence
1700	Fighting (Mutual Altercation)	Violence

Enter an Incident Code by typing in the code or selecting from the pull-down menu. *Validation Check:* This field cannot be left blank. Enter all that apply.

### Victim Code: # of Victims:

Victim Code	Description
100	Student
200	School Personnel
500	Other
600	Non School Personnel
700	None

Victim Code: Enter all that apply by typing in the code or selecting from the pull-down menu. *NOTE:* Code 700 is used if there are no victims. *Validation Check:* This field cannot be left blank. If victim code 700 (none) is entered, no additional victim codes may be entered.

Number of Victims: Enter the number of victims that apply to each victim code entered. *Validation Check:* A number of victims must be entered for any victim code entered, except 700 (none). A number will not be accepted if the victim code is 700 (none).

## Perpetrators Tab

Enter at least one perpetrator for each incident. Complete all fields before adding another perpetrator.

[Perpetrator Help](#) provides online help for the Perpetrator screen.

All perpetrators entered for an incident will be listed in the white screen.

To add another perpetrator after entering all data for a prior perpetrator, press the [Add New Perpetrator](#) button.

To delete an existing perpetrator, double click on the perpetrator in the screen to bring the record up and press the [Delete](#) button.

When all data for this incident have been completed, including all incident/victim data, click the [Save Full Incident](#) button to save the incident and enter a new incident. This button may also be selected by pressing the [Enter](#) key. Validation checks built into the application will not allow the incident to be saved if there is missing data. Read any error messages carefully.

### Perpetrator Identifier:

Enter the unique identifier for the perpetrator (this is assigned by the user and may be initials, numbers, or any combination). The perpetrator identifier must be unique to a perpetrator at a particular school. *Validation Check:* This field cannot be left blank. Only one

perpetrator identifier may be entered for each perpetrator. If the perpetrator identifier has been used in previous incidents, then the code, gender, and race fields will be prefilled. Program status field will also be prefilled, but may be edited.

### Perpetrator Code:

Enter by either typing the perpetrator code number or selecting a code from the pull-down menu. *Validation Check:* This field cannot be left blank. For each perpetrator Identifier entered, there must be a perpetrator code entered. If the code entered is 640 (nonstudent) or 999 (unknown),

then no additional data are required and all subsequent fields will be grayed out. If the perpetrator is a nonstudent, click the Save Full Incident button (or press Enter) to save the incident or click the Add Perpetrator button to add another perpetrator.

### Gender Code:

If the perpetrator is a student, enter the appropriate gender code by either typing the code or selecting from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank.

### Race Code:

Race Code:	Code:
01	American Indian/Alaskan Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

If the perpetrator is an enrolled student, enter the appropriate race code by either typing the code number or selecting the code from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Only one race can be entered.

### Action Code:

Action Code:	Code:
250	Expulsion, placed in interim alternative educational setting
260	Expulsion, without services
400	Suspension, out-of-school, placed in interim alternative education
410	Suspension, out-of-school, without services

If the perpetrator is an enrolled student, enter the action code by either typing the code number or selecting from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Only one code can be entered.

### Length of Removal:

Length of Removal (in school days):
<input type="text"/>

If the perpetrator is an enrolled student, enter the length of removal in school days that the student was suspended or expelled by typing the number. *Validation Check:* If the perpetrator is an enrolled student, this

field cannot be left blank.

### Expulsion/Suspension - Full Year/Shortened:

Expulsion/Suspension (Firearms Incidents Only)	
<input type="radio"/> Full Year	<input type="radio"/> Shortened

If the perpetrator is an enrolled student, and the incident code indicates firearms were involved (incident code 11 [handgun], 12 [shotgun/rifle], or 13 [other firearms]), the application will enter either Full Year or Shortened, based on the number of days entered in Length of Removal. You may change the

application entry. *Validation Check:* If the incident codes include at least one firearms code, then either Full Year or Shortened must be checked.

### Program Status Code:

Program Status	Code:
11	Regular Education
11A	Regular Education with Section 504 Plan
11AB	Regular Education with both Section 504 Plan & Limited English Proficient
11B	Regular Education with Limited English Proficient
12	Special Education
12B	Special Education with Limited English Proficient

If the perpetrator is an enrolled student, enter the program status code by either typing the code number or selecting the code from the pull-down menu. *Validation Check:* If the perpetrator is an enrolled student, this field cannot be left blank. Only one code can be entered.

## Disability Code:

Program Status Code: 12

Disability Code: LD

- ED Emotional Disturbance
- HI Hearing Impairment
- LD Learning Disability
- OH Other Health Impairment
- OI Orthopedic Impairment
- SL Speech/Language Imp
- TB Traumatic Brain Injury
- VI Visual Impairment

If the program status code indicates special education (12 - Special Education, or 12B - Special Education with Limited English Proficient), enter all disability codes that apply either by typing the disability code letters or by selecting from the pull-down menu. *Validation Check:* If the program status code indicates special education, this field cannot be left blank. Enter all that apply.

Disability Code: CD

Disability: CD

(Double - Click to Edit or delete)

Add New Disability

Delete Disability

To delete an already existing disability code, double click on the code in the white screen and click the Delete button.

To add another disability code, click the Add button.

When the Program Status code and any Disability Codes have been entered, the perpetrator data is complete. At this point, you will either click the Add Perpetrator button to add another perpetrator or, if all data have been completed for the incident, click the Save Full Incident button (or press the Enter key) to save the incident. You may now begin entering a new incident or exit the application.

## Reports

The reports showing current data may be accessed at any time through buttons on the bottom of the data entry screens or through the Reports button on the main menu. Be sure to print a report of your completed and submitted data for your records.

## Data Entry Screen:

Incidents Incident/Victim Perpetrators

Month: January

Incident Description: jansped

Location Code: 100-On Campus

Incident Description: Useful for identifying an incident. (if left empty, a unique number will be assigned)

Month	Incident
January	jansped
March	theft

☐ No incidents reported

Add New Incident Delete Incident

Report By: Entry Month Exit

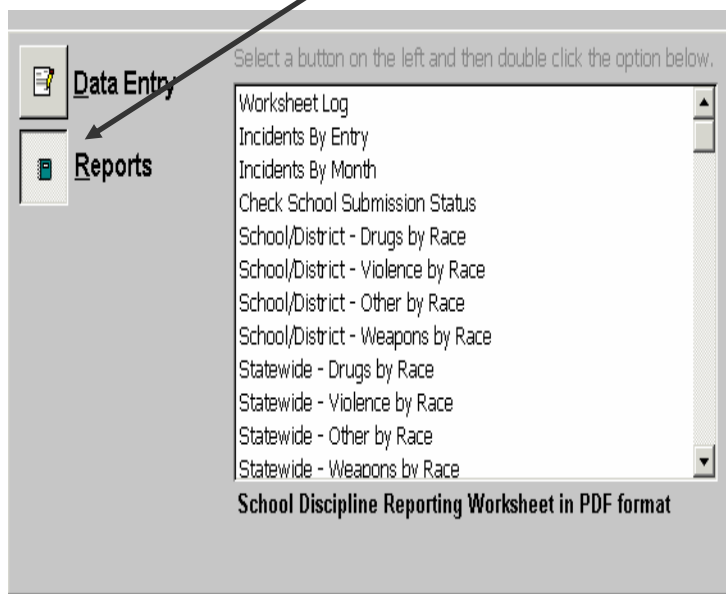
Use the "ADD..." buttons to enter additional incident codes, victim codes, disability codes or perpetrators.

The two reports listed below provide the same data, but in different formats.

**Report by Entry** provides a list of incidents in the order that they were entered into the application. This report includes all data for each incident. This report may help you find an incident or tell you the last incident you entered.

**Report by Month** provides a list of incidents by the month in which they occurred. This report includes all data for each incident.

**Main Menu Screen:** (Click the Reports button to show a menu of reports available) Double click the menu item to pull up the report.



**Worksheet Log** - Blank log form to use as a worksheet. If you submit by paper, this is the form you will use.

**Incidents by Entry** - Provides a list of incidents in the order that they are entered into the application. This is the same report that can be accessed from the data entry screen.

**Incidents by Month** - Provides a list of incidents by the month in which they occur. This is the same report that can be accessed from the data entry screen.

**Check School Submission Status** - Provides a list of schools in the district and shows whether they have submitted their data or not. This report is only useful at the district level.

**School/District - Drugs, Violence, Other,**

**Weapons by Race** - These reports provide a look at the data for the district by these criteria.

**Statewide - Drugs, Violence, Other, Weapons by Race** - These reports provide a look at the data statewide by these criteria.

**School/District - Incidents by Race - All Groups** - Provides a look at the data for the district by group.

**Statewide - Incidents by Race - All Groups** - Provides a look at the data for the state by group.

**Long-term Susp/Exp by Race for Selected Schools** - Provides a look at long-term suspension/expulsion data (over 10 days) by race for schools as a whole on or near reservations and schools as a whole in urban schools.

## Printing a Report:

Reports may be printed directly from the report screen or may be saved as a PDF document to your C: drive and then printed. Saving the report as a PDF document gives you a permanent electronic copy of each report and if you've had difficulty printing in the past, you will find this a big time saver.

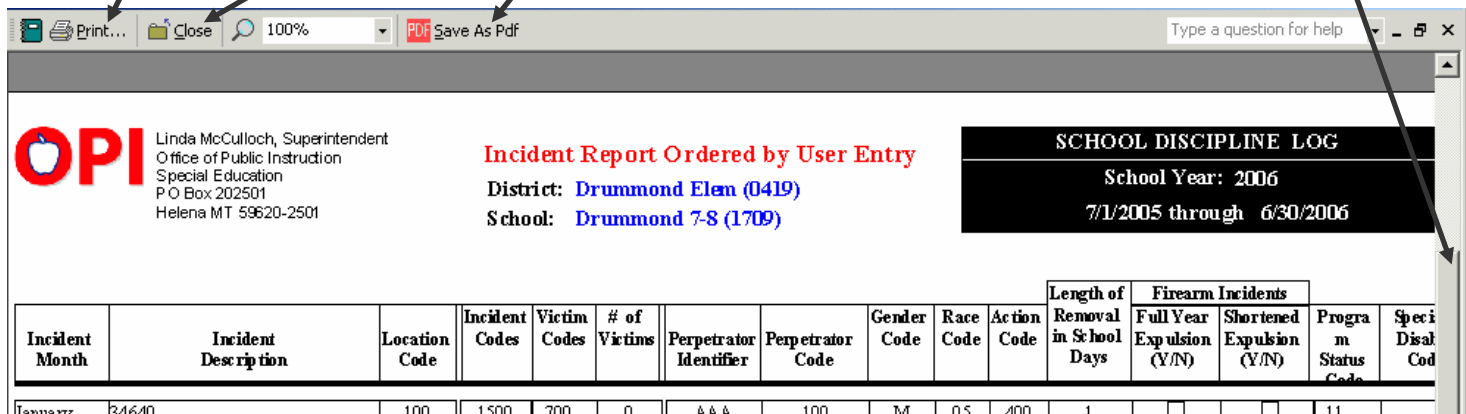
To print the report from the application, click on the **Print** icon.

To close the report, click the **Close** icon.

To save the report to your C: drive as a PDF document, click the **PDF** icon.

To minimize or maximize the report on the screen, click anywhere on the report.

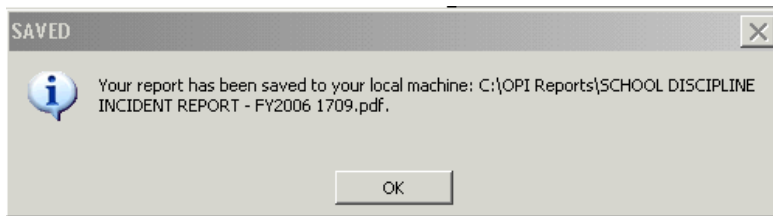
To scroll up and down the page, use the scroll bar on the right side of the screen.



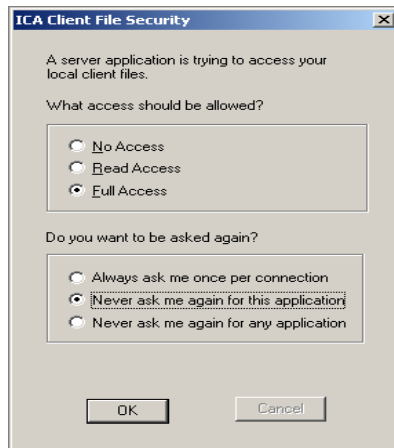
Page: 1

To move from page to page in the report screen, use the right and left arrows in the bottom left corner of the screen.

**Save a Report as a PDF:** When you click the PDF icon, the report will automatically be saved to a folder on your C: drive named "OPI Reports." The following message will pop up. Click OK.



You can then open and print these PDF reports from your own computer without being logged in to IRIS.



If you see this message the first time you try to print, choose Full Access for question one and answer question two however you prefer.

This gives the Citrix server the right to create a folder on your C: drive called OPI Reports.

## Submit

The submit process is very important because that is the only way that you, the user, can indicate that the data entry process is complete. When a school or district submits its data, the school or district is advising that all data for the reporting period (July 1, 2005, through June 30, 2006) have been entered and the reporting process is finished.

The submit process should not be executed until ALL data have been entered and all schools are sure there will be no further incidents in the school year. Data may be entered any time during the reporting period; however, the application will not allow the submit process to be performed until after May 15, 2006.

When a school performs the submit process, the school will no longer have rights to add or edit existing data. Any errors must be corrected at the district level. When a district performs the submit process, the district will no longer have rights to add or edit existing data, and any errors must be corrected by the OPI.

*School Discipline Data Collection*

District: 0419 Drummond Elem

School: 1709 Drummond 7-8

School Year: 2005-2006

Select a button on the left and then double click the option below.

School Discipline Data Entry Form

Submit School Discipline Data

Enter School Discipline Data

Reset Help Exit

At the Main Menu, select the Data Entry button.

Double click on the Submit School Discipline Data option.

*School Discipline Data Collection*

*Submit Data*

Submitting entire district data Hardin Elem to OPI .

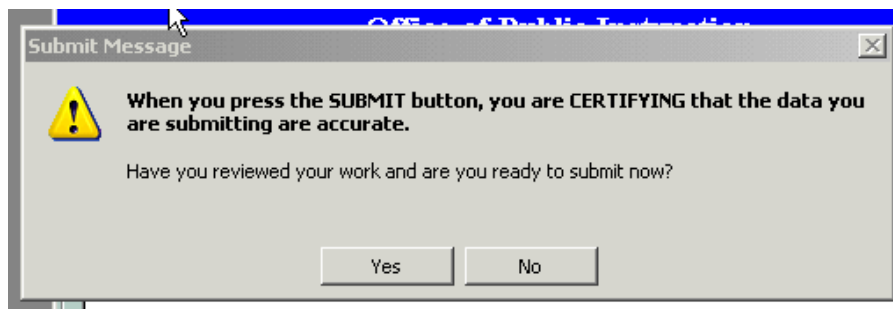
PLEASE NOTE: If you are logged in as a school district, be sure all data are entered for all schools in the district prior to submittal. At both the school level and the district level, once the submittal process has been performed, the data may still be viewed, but rights to edit the data will no longer be available.

Submit

Status Report Help Exit

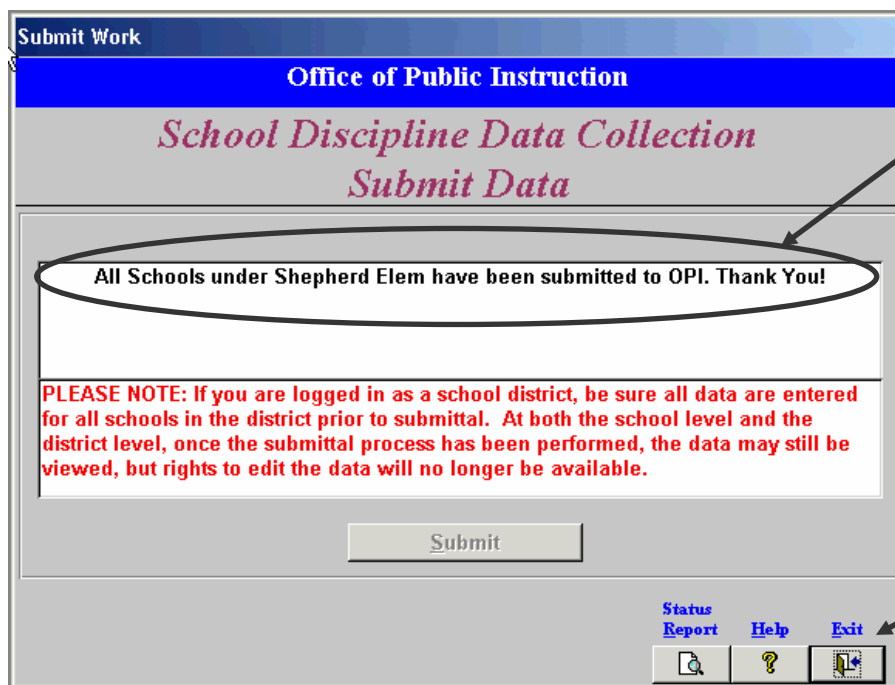
This screen indicates if you are a school submitting your data to the district or if you are a district submitting all school data to the OPI.

If you are sure your data are correct and are ready to submit, click the Submit button.



When you press the Submit button, this message box will appear. It will remind you that you are certifying accuracy of the data. If the data are correct, click Yes.

The application will perform a validation check. If any errors are found, the application will not allow the data to be submitted until the errors are corrected. A validation report will show that lists all errors. The errors must be corrected and the submittal process repeated.



After the data have been successfully submitted, a message on the screen will inform of successful submittal. If you do not see this message, the submittal process is not complete.

You can still access reports through the Reports button on the Main Menu. However, you will no longer have access to the data entry screen.

Use the Exit button to exit out to the Main Menu.

**Congratulations. You are Done!!!**